



CITY OF WALNUT CREEK
invites applications for the position of:

Executive Assistant - Police Department

An Equal Opportunity Employer

SALARY: \$56,335.50 - \$67,924.48 Annually

CLOSING DATE: 12/13/11 05:00 PM

**POSITION
DESCRIPTION:**

IMPORTANT NOTICE:

All applicants will receive an email notification from Information@GovernmentJobs.com with their application status at the close of this recruitment. Please **DO NOT CONTACT HUMAN RESOURCES**. All questions may be answered with the information provided in this flyer.

The current vacancy is in the Police Department. This position provides office administrative and secretarial assistance to the Chief of Police and provides general administrative support to the entire department.

**REPRESENTATIVE
DUTIES:**

Under general supervision, provide administrative assistance to the Police Chief; direct and participate in varied clerical tasks; self-direct independent special projects; perform specialized tasks of an administrative or technical nature; and perform related work as required. This position requires strong customer service skills; writing; editing and database skills; and the ability to work well with the general public and City staff members.

Duties will include managing the Chief's filing system and schedule; implementing and managing special projects; independently preparing correspondence and memorandums; performing research; processing payment demands, invoices, and contracts; managing personnel records (a confidential duty); special meeting and event preparation; devising administrative systems and procedures; and helping with budget preparation.

Plans, assigns, directs, supervises, reviews, and evaluates the work of office support staff on a project or day-to-day basis.

Operates standard office equipment, including job-related computer hardware and software applications, facsimile equipment, and multi-line telephones; may operate a two-way radio or other department-specific equipment.

May coordinate employee selection processes, process payroll information; and update employee and applicant records.

**QUALIFICATIONS
GUIDELINES:**

Education and Experience:

Graduation from high school, supplemented by administrative or business coursework or training; An Associate of Arts degree from a recognized college or university is desirable. A minimum of four years experience in the full range of secretarial and administrative work of a responsible

nature, including experience in the performance of tasks related to the position being filled.

Special Requirements:

Possession of, or ability to obtain prior to employment, a valid Class C California Driver's License and a good driving record are required.

Employee may be required to work on weekends and/or evenings.

Knowledge, Skills, and Abilities:

- Considerable knowledge of and proficiency in the use of modern office procedures, systems and equipment;
- A proven track record of independent, results-oriented assignments or project completion;
- Strong oral and written communications skills including editing skills; considerable knowledge of business English, grammar, spelling and arithmetic; ability to compose correspondence and prepare reports;
- **Ability to type at a minimum corrected rate of fifty (50) words per minute;**
- Excellent and accurate computer skills demonstrating a strong aptitude and affinity for working in standard business computer programs, a willingness and desire to learn new programs as they are needed or become available and experience in performing internet research;
- Current competency in Microsoft Word, Excel, Outlook e-mail and calendaring systems, and competency in or ability to learn PowerPoint;
- Positive and willing "can do" attitude;
- Demonstrated flexibility and initiative;
- Able to establish and maintain effective and courteous working relationships with co-workers, supervisors, and the public;
- Able to demonstrate strong customer service skills;
- Must demonstrate discretion and considerable independent, mature judgment in the handling of sensitive and confidential information.

Please see the class specification at www.walnut-creek.org for a complete description of this classification's representative duties, requirements, working conditions, and physical requirements.

**SUPPLEMENTAL
INFORMATION:**

All applicants must apply online at www.walnut-creek.org by 5:00 p.m. on Tuesday, December 13, 2011 to be eligible for consideration.

Applicants possessing the MOST DESIRABLE qualifications will be invited to continue in the selection process, which will include a **written examination tentatively scheduled for Tuesday, January 10, 2012 at 5:30 p.m.** and an **appraisal interview tentatively scheduled for Tuesday, January 24, 2012.** An eligible list will be established as a result of this examination process and will be valid for a period of six months. All applicants will be notified by email as to whether or not they are invited to participate further in the selection process. In addition, applicants can log on to their account and check their current status online.

Applicants invited to the appraisal interview must provide to the City, at the applicant's own cost, a typing certificate verifying the

applicant's ability to type a minimum corrected rate of 50 wpm, and a Microsoft Word and Excel assessment. Details regarding the typing certificate requirements and the Microsoft Word and Excel assessment will be given to candidates who are invited to the appraisal interview.

Applicants considered for appointment to this position will be subject to fingerprinting and a thorough background and criminal check.

If special accommodations are necessary at any stage of the examination process, please provide the Human Resources Division with advance notice and every attempt will be made to consider your request.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.walnut-creek.org>

City of Walnut Creek
Human Resources Division
1666 North Main Street
Walnut Creek, CA 94596
jobs@walnut-creek.org

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Executive Assistant - Police Department Supplemental Questionnaire

- * 1. This position requires graduation from high school, supplemented by secretarial or business coursework or training. An Associate of Arts degree from a recognized college or university is desirable. Please check your highest level of academic achievement.
- ☐ Some High School
☐ High School Graduation or Equivalent
☐ Some College
☐ Associate's Degree
☐ Bachelor's Degree
☐ Master's Degree
2. If you selected High School graduate or equivalent (above), have you had any secretarial or business coursework or training?
- ☐ Yes ☐ No
3. If you answered "Yes" to question # 2, please indicate where, when, and what coursework or training you received.
- * 4. This position requires a minimum of four years experience in the full range of secretarial and administrative work of a responsible nature, including experience in the performance of tasks assigned to the position being filled. Please check your level of experience.
- ☐ Less than 1 year
☐ 1 to 2 years
☐ 2 to 3 years
☐ 3 to 4 years
☐ 4 to 5 years
☐ 5+ years
- * 5. This position requires the ability to type a minimum corrected rate of 50 wpm. What is your corrected typing speed? (Please be aware that certification of typing speed will be required of all applicants selected to proceed to the appraisal interview.)
- ☐ 30-39 Corrected WPM

☐ 40-49 Corrected WPM

☐ 50+ Corrected WPM

- * 6. Supervisory experience is desirable for this position. Do you have any supervisory experience?

☐ Yes

☐ No

7. If you answered 'Yes' to question # 6, please list below how many years of supervisory experience you have.

☐ 0-2 years

☐ 2-4 years

☐ 4+ years

8. If you answered "Yes" to question # 6, please indicate when, where, and how many employees you supervised.

- * 9. Please check the computer software programs in which you are proficient.

☐ Microsoft Word

☐ Microsoft Excel

☐ Microsoft Outlook

☐ Microsoft PowerPoint

- * 10. Do you have work experience (paid) with a law enforcement agency?

☐ Yes

☐ No

11. If you answered 'Yes' to question # 10, indicate when, which agency, and in what capacity.

- * 12. Do you have volunteer experience with a law enforcement agency?

☐ Yes

☐ No

13. If you answered 'Yes' to question # 12, indicate when, which agency, and in what capacity.

- * 14. Do you have recent work experience handling very sensitive and confidential information?

☐ Yes

☐ No

15. If you answered "Yes" to question # 14, please indicate when, where, and what type of documents or information.

- * 16. Do you have any experience coordinating special events?

☐ Yes

☐ No

17. If you answered "Yes" to question # 16, please indicate when, where, and what type of events.

- * 18. This position requires a 'good driving record'. The DMV standards set forth by the City of Walnut Creek include no DUI's or suspensions/revocations within the past seven years and no more than three 'routine' violations within the past seven years. Do you meet this requirement?
- ☐Yes ☐No
- * 19. Applicants who are invited to participate in an appraisal board interview, tentatively scheduled for Tuesday, January 24, 2012, will be required to submit a current Typing Certificate (certifying your ability to type at a corrected rate of 50 wpm) and Microsoft Word and Excel Assessment. (Detailed instructions will be included in the invitation notifications – do not attach to your application.) I understand that, if selected, I must provide a Typing Certificate and Microsoft Word and Excel Assessment (per City of Walnut Creek's Human Resources instructions) at my own cost, at the time of my appraisal board interview.
- ☐Yes ☐No
- * 20. The tentative date for the written test is Tuesday, January 10, 2012 (at 5:30 p.m.) and the tentative date for the appraisal interview is Tuesday, January 24, 2012 (various times during normal business hours). Due to the brisk time frame for this recruitment, short notice from Human Resources may occur. If invited, are you available on those dates?
- ☐Yes ☐No
- * 21. Please describe how your contributions made a difference to your current (or past) employer. Please limit your response to one paragraph.
- * 22. What appeals to you about working for the City of Walnut Creek's Police Department in a civilian support role? Please limit your response to one paragraph.
- * Required Question